

**Gwinnett County Tree Advisory
Committee**

Monday, May 6, 2024

Agenda Package

TAC May 6th Agenda

Gwinnett County Tree Advisory Committee Meeting Agenda **Monday, May 6, 2024, at 6:00pm**

One Justice Square
446 West Crogan Street, 1st floor, Conference Room 106
Lawrenceville, GA 30046

AGENDA

1. Call to Order
2. Determination of a Quorum (5 Members)
3. Announcements
4. Adoption of the Agenda
5. Approval of the Minutes
 - a. March 4, 2024
6. Old Business
7. New Business
 - a. Presentation for the County Water Conservation Plan by John Butler, Department of Water Resources Outreach Manager. Presentation is an initiative of the Environmental Sustainability Team.
 - b. Update of Front Yard Tree Program from Subcommittee Members Hilda Estrella de Lev and Roxanne Raven.
 - c. Update of Request for Proposal for Tree Ordinance rewrite
8. Other Business
 - a. Staff Report

9. Adjournment

cc: TAC Internal Staff

TAC Unofficial March Meeting Minutes

Tree Advisory Committee Minutes
Monday, March 4, 2024 – 6:00 pm

One Justice Square
446 West Crogan Street, 1st floor, Conference Room 106
Lawrenceville, GA 30046

Present: Derrick Williams, Hilda Estrella de Lev, Olayinka Aiyere, Patrick Carey,
Patrick Kien, Roxanne Raven, Steve Sappington, Thomas J. DeAngelo

Staff: Cyndi Sloan, Rinda Grooms, Sharon Cook, Patricia Huguenard

A. Call To Order

6:03pm

B. Determination of a quorum

A quorum was present.

C. Announcements

Patrick Carey, Chairman called the meeting to order and after informal introductions, new member Roxanne Raven was introduced.

D. Adoption of the Agenda

{Motion to Approve: Steve Sappington; Second: Patrick Kien; Approved; Vote: 8-0: Derrick Williams-Yes; Hilda Estrella de Lev-Yes; Olayinka Aiyere-Yes; Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

E. Approval of the Minutes – January 8, 2024

{Motion to Approve: Patrick Kien; Second: Thomas DeAngelo; Approved; Vote: 6-2: Derrick Williams-Yes; Hilda Estrella de Lev-Yes; Olayinka Aiyere-Abstain; Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Abstain; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

F. Old Business

a. Front Yard Tree Program (can we use AI and GIS to maximize suitable targets)
Patrick Carey – Viewing low tree areas on the Gwinnett County GIS a motion was made to form a subcommittee to look further into the front yard program.

{Motion to Approve: Patrick Kien; Second: Roxanne Raven; Approved; Vote: 8-0: Derrick Williams-Yes; Hilda Estrella de Lev-Yes; Olayinka Aiyere-Yes; Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

b. Discuss Registered Forester – Vacant Position

An arborist, a forester, a landscape architect, or someone with special knowledge about forestry would be suitable for the position.

G. New Business

a. Tree Stewardship Program

The Tree Stewardship Program will be discussed at the next meeting.

b. Discuss topics for the tree ordinance rewrite

Once the consultant is selected by the end of March, the Tree Advisory Committee will bring ideas into the rewrite. Staff will report to the committee and the committee will give their feedback. Going forward there may be a representative from the Tree Advisory Committee that would present at public meetings.

H. Other Business

a. Staff Report

Patricia Huguenard presented the Staff Report summarizing action items and notating updates.

I. Adjournment

6:55pm

{Motion to Approve: Steve Sappington; Second: Thomas DeAngelo; Approved; Vote: 8-0: Derrick Williams-Yes; Hilda Estrella de Lev-Yes; Olayinka Aiyere-Yes; Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

TAC March Meeting Notes

Gwinnett County Tree Advisory Committee Meeting Notes

March 4, 2024, at 6 pm

Committee Members Present: Patrick Kien, Patrick Carey, Steve Sappington, Thomas DeAngelo, Derrick Williams, Hilda Estrella de Lev, Roxanne Raven, and Olayinka Aiyere

Committee Members Absent: All Present

Staff Present: Cyndi Sloan, Deputy Director; Rinda Grooms, Development Division Director; Sharon Cook, Development Plan Review Manager; and Patricia Huguenard, Development Project Manager

Announcements

- Patrick Carey asked for introductions and the new member, Roxanne Raven, was introduced.

Old Business

- The Front Yard Tree Program was discussed. Patrick Carey mentioned using mapping capabilities such as AI and GIS to determine where the trees will be placed before they are planted to determine the most ideal place to plant in the front yard. Patricia went over the preliminary steps used by Trees Atlanta prior to planting trees in the resident's front yard.
- Once Trees Atlanta partners with the jurisdiction and receives approval from them on how many trees can be planted that year, Trees Atlanta sets up a webpage on their website for residents of that City or County to apply and send a picture in of their front yard. The resident states where the utilities are located within their front yard and completes an application stating they are responsible for the tree.
- Trees Atlanta said they are available for partnering with Gwinnett County for tree planting training sessions: however, at this time they don't have the manpower and range to plant trees for unincorporated Gwinnett County.
- Discussion continued and in order to save time in the meeting for the additional agenda items, Patrick Carey, Chairperson, requested a subcommittee be formed. Roxanne Raven and Hilda Estrella de Lev volunteered to serve.

Patricia to contact Roxanne and Hilda with the next steps for subcommittee.

- The vacant position of Registered Forester was discussed. Patrick Carey asked Committee members to think of friends or colleagues that may be a registered forester that would like to serve on the Committee. Cyndi Sloan said that currently the Tree Advisory Committee Creation Resolution and Bylaws state the position is limited to an individual who is a Registered Forester, but staff could investigate revising the resolution to allow more flexibility. Perhaps a certified arborist, landscape architect, or an individual with special knowledge about forestry to fill that position.

New Business

- The Tree Stewardship Program will be discussed at the May 6th meeting.

- The process for choosing a consultant to rewrite the Tree Ordinance is moving along. The evaluation team selected from the Department of Planning and Development and representatives of the Finance Department expect a decision to be made by the end of March. Once a consultant is awarded the job, the Tree Advisory Committee's involvement throughout the year will be to suggest ideas, review proposals, text, and illustrations. The consultant will attend specific meetings to review and discuss the material to gain feedback.

Other Business

- Patricia presented the staff report and focused on the updated red highlighted items.

Adjournment

- The meeting adjourned at 6:55pm.

Note: These meeting notes do not represent official meeting minutes of the TAC. They are for internal record keeping purposes only.

TAC May Staff Report

Item No.	Topic	Status Date	Comments
1	Train New Board Members with TAC Orientation	4/3/2023 9/10/2023 1/2/2024 2/16/2024 2/26/2024 4/16/2024	3/28/2023 Orientation held with Olayinka Aiyere and Bob DeRoth (D.A. Williams could not attend). 6/14/2023 emailed D.A. Williams asking days he's available for orientation and waiting to hear back as of 6/26/2023. 6/29/2023 D.A. and Patrick are scheduled for orientation on 6/30 and 7/5 respectively. 6/30/2023: Orientation took place with Mr. Williams. 7/7/2023: Orientation took place with Mr. Carey. 8/30/2023: Orientation took place with Mr. DeAngelo. 2/26/2024: Orientation took place with Ms. Estrella de Lev. 3/6/2024: Orientation took place with Roxanne Raven. Orientation to be set up with Olayinka Aiyere.
2	Train New Board Members on Unified Development Ordinance (UDO)	4/3/2023 4/21/2023	Presentation to be re-recorded by staff prior to offering to new members. 4/21/2023 Presentation I, II and III were sent to TAC Members.
3	TAC Comments on the UDO Amendment	4/3/2023 4/14/2023	Comments from TAC Members were incorporated into UDO amendment. Amendment was sent via email to TAC Members on 4/14/2023.
4	Motion: Staff to provide opportunity for additional review and feedback regarding the current UDO amendment going to BOC in June with prior TAC comments addressed	4/3/2023 7/20/2023 9/15/2023 1/2/2024	6/6/2023 Heard by PC and parts were tabled. 6/21/2023 TAC Members have opportunity to comment before August 2023 Planning Commission meeting . 7/20/2023: Link to current UDO Amendment on website sent to TAC Members via email with instructions on what the color of the text signified. 9/15/2023: UDO Amendment to Tree Bank Section 630-80 1/1/2024: UDO Amendment is in effect
5	Send Bioretention Schematic and Details to Kate and send them again to TAC Members	4/3/2023	Bioretention details sent to TAC Members on 2/13/2023. Bioretention details sent again to TAC Members 4/21/2023

6	Stormwater Management Manual requires update to plant list	4/3/2023 7/10/2023	5/15/2023 Rinda inquired with DWR. 6/6/2023 Katherine Gurd from DWR is working with Rinda and Patricia to review tree list. 7/10/2023 The plant list from Stormwater Management Manual was presented at 7/10/2023 TAC meeting. No further comments.
7	Motion: Table discussion on RFP at April meeting until all members have had a chance to review (Hilary stated either wait until their next meeting to make comments or schedule a called meeting)	4/3/2023 7/10/2023 7/24/2023 9/15/2023 1/2/2024 2/16/2024	3/31/2023 RFP sent to TAC Members for 4/3/2023 meeting. 5/9/2023 RFP sent again requesting comment by 5/31 6/9/2023 Staff received no comments to date 7/10/2023: Discussed RFP at TAC meeting. Staff received feedback 7/18/2023: Staff sent revised RFP to TAC members 7/24/2023: Staff received RFP feedback and questions from TAC members via email and will be addressed at Oct. 2nd TAC meeting. 9/15/2023: Minor updates to RFP (in yellow highlight) 1/2/2024: Revisions to final version are in process. 1/11/2024: RFP sent to Finance Department for preparation. 1/22/2024: Redlined versions of RFP were sent to TAC Members. See row #17 titled Request for Offers (RFO)
8	Susan Gamble appointed on 4/18/2023 by Commissioner Carden/District 1. Did not attend a meeting before resigning on 5/2/2023	5/2/2023	5/16/2023 Resignation official per BOC
9	Bob DeRoth appointed on 2/7/2023 by Commissioner Holtkamp/District 4. Attended meeting on 4/4/2023, resigned on 5/15/2023	5/15/2023	6/6/2023 Resignation official per BOC
10	A quorum = 5 members in attendance	5/15/2023	5/15/2023 TAC members were polled as to their attendance on 7/3/2023 for a quorum. 5/26/2023 Staff sent a cancellation notice for the July 3rd meeting.
11	Kate Pittman appointed by Commissioner Ku/ District 2, submitted resignation on 5/29/2023.	5/29/2023	6/20/2023 Resignation official per BOC
12	Patrick Carey appointed by Commissioner Carden/District 1	6/20/2023	Appointed to the Tree Advisory Committee
13	Thomas DeAngelo appointed by Commissioner Holtkamp/District 4	7/18/2023	Appointed to the Tree Advisory Committee
14	Hilda Estrella de Lev appointed by Commissioner Ku/ District 2	12/5/2023	Appointed to the Tree Advisory Committee
15	Thomas DeAngelo re-appointed by Commissioner Holtkamp/District 4	12/5/2023	Re-appointed to the Tree Advisory Committee

16	Patrick Kien re-appointed to represent Gwinnett Clean and Beautiful	12/5/2023	Re-appointed to the Tree Advisory Committee
17	Request for Offers (RFO) in response to the Request for Proposal (RFP) to rewrite the tree ordinance sections of the UDO. Proposals reviewed.	2/16/2024 3/26/2024 4/16/2024	2/14/2024: Advertisement of RFO 2/21/2024: Advertisement of RFO 2/27/2024: Pre-Preposal Meeting 3/11/2024: Kick-off Meeting 3/26/2024: Scoring Meeting 5/19/2024: Staff Recommendation Letter Due 6/4/2024: Recommendation Letter considered by BOC at Business Session
18	Roxanne Raven appointed by Chairwoman Hendrickson	2/20/2024	Appointed to the Tree Advisory Committee as representative for Citizen at Large position
19	Front Yard Tree Program	3/6/2024 4/16/2024	2/23/2024: Patricia met with Trees Atlanta 3/6/2024: Subcommittee formed and comprised of Hilda Estrella de Lev and Roxanne Raven. 3/18/2024: Hilda and Roxanne met with Patricia to gather information, set up a strategy to build a foundation and distribute responsibilities